



## CITY OF SAINT PAUL

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It's hard to believe that my six month benchmark, as a new Director, is only a few weeks away. I've been blessed to work with a very talented group of employees who are energetic about their work and committed to delivering the best possible service to our tax payers in the areas of contract analysis and public purchasing, contract compliance, small business assistance, human rights investigations, printing, duplication and design services. To say that our plates are full would be an understatement. Yet, we continue to rise to the challenge in not only meeting our day-to-day responsibilities but increasing our visibility and working beyond the scope of ordinary work.

In reflecting upon my first six months in this position, I thought that it would be helpful to review the work that we've been engaged in. Once I assembled the list, I realized that there *is* an explanation for the harried schedules, late nights, and busy weekends! While I am happy to report that we started out with a bang and have covered a significant amount of ground, there is a long road ahead of us with many, many more accomplishments to reach.

### Accomplishments first 6 mos. (March – August 2009)

- Conducted one on one interviews with all department staff (March-April)
- Negotiated revised language that better aligned the Project Labor Agreement Resolution with HREEO's mission (April 2009)
- Participated in extensive budget preparation meetings for 2009 and 2010 budget years (May 2009)
- Revised our department's website (May 2009)
- Hired interns for the CERT program which resulted in a reduction of the CERT backlog (May 2009)
- Entered into a contract for automation of prevailing wage compliance, affirmative action compliance and vendor outreach contractor reporting (May 2009)
- Hired Census Coordinator and launched the city's 2010 Census Project (June 2009)
- Restructured compliance functions under one unit for improved delivery of services (June 2009)
- Met with 36 different groups of community leaders/partners to discuss partnering opportunities
- Attended 15 luncheon meetings with various community groups (as of 8/11/09)
- Created and implemented the EMS Academy for 40 low-income youth of color to prepare them for Firefighter Exam of Jan. 2010 (June 2009)
  - Received local and nation media coverage <http://www.ehs.net/emsacademy/>
- Developed and distributed the Youth and Family Guide (July 2009)
- Hired a Section 3 Coordinator and launched the city's Section 3 program (July 2009)
- Created a department-wide newsletter (August 2009) *pending finalization*
- Launched the Engineers and the Architectural Partnership Program.
  - This program will bring together small, women and minority owned companies with larger Engineering and Architectural Firms and facilitate the

creation of partnerships. The goal of this program is to increase the capacity of small, women, and minority owned companies to compete in the marketplace. (August 2009)

- Held an Engineering Networking Event which was attended by 90 firms including small, minority and women-owned firms. This event served as a kick off for a new Engineering Services contract. In addition to the engineering firms, five Minority Business Development and Retention groups participated as well as Minnesota Department of Transportation, Metropolitan Council and the City of Minneapolis.